

REQUISITION FOR USACE PUBLICATIONS AND BLANK FORMS <i>(USACE SUPPL 1 TO AR 310-2)</i>										1. STATION NUMBER		
2. REQUISITIONING ACTIVITY										3. DATE OF REQUEST		
4. TYPE OF REQUISITION <i>(Check one)</i> <input type="checkbox"/> REGULAR <input type="checkbox"/> SPECIAL <i>(Write justification for special requisition below):</i>										5. DATE REQUIRED		
										6. ITEMS REQUESTED HEREON ARE <input type="checkbox"/> ACCOUNTABLE		
7. TO: <i>(Source of supply)</i>					8. SHIP TO: <i>(Complete address)</i>							
9. ITEMS REQUIRED										SOURCE OF SUPPLY ACTION		
										11. LINE ITEMS		
LINE <i>a</i>	NOMENCLATURE <i>b</i>	UNIT OF ISSUE <i>c</i>	DUE IN <i>d</i>	REQUIRED <i>e</i>	S H I P <i>f</i>	D O <i>g</i>	E X T <i>h</i>	OTHER ACTION <i>(See reverse side of ENG Form 4111 for explanation of symbols)</i> <i>i</i>				
10. TYPED NAME, TITLE, AND SIGNATURE OF AUTHORIZING OFFICIAL								12. SHIPPED BY <input type="checkbox"/> MAIL <input type="checkbox"/> REGISTERED MAIL <input type="checkbox"/> OTHER <i>(Specify)</i>				
13. EDITED BY & DATE				14. FILLED BY & DATE				18. REGISTERED NO. STAMP				
15. DATE SHIPPED		16. CARTONS <i>(NO.)</i>		17. ENVELOPES <i>(NO.)</i>								

1. PREPARATION OF REQUISITION.

- a. USACE Activities will submit to USACE Publications Depot separate, individual ENG Forms 4111 (in triplicate) for each of the following categories. Continuation sheets (ENG Form 4111A) will only be used when the category requisitioned exceeds one page.

- (1) ENGINEER FORMS AND SPECIFIED FORMS AS LISTED IN EP 310-1-2
- (2) ACCOUNTABLE FORMS
- (3) ENGINEER REGULATIONS
- (4) ENGINEER MANUALS
- (5) ENGINEER PAMPHLETS
- (6) ENGINEER CIRCULARS
- (7) GUIDE SPECIFICATIONS - CIVIL
- (8) GUIDE SPECIFICATIONS - MILITARY
- (9) MISCELLANEOUS

- b. All items are self-explanatory except the following:

- (1) ITEM 1 - Use identifying station number.
- (2) ITEM 4 - Check as "Regular" those requisitions submitted in accordance with prescribed requisition schedules. Check all others as "Special". Justify reason for "Special" requisition, for example; newly activated unit; for special project, program or report which could not have been foreseen; additional requirements to complete initial distribution; or any other information to definitely establish the necessity for special requirements. Complete ITEM 5 on all "Special" requisitions.

- (3) ITEM 9 - Arrange line items in numerical sequence within each category. Changes to basic publications will be entered as separate line items.

Column a - List line item number in sequence regardless of category.

Column b - Nomenclature will be limited to numerical designation (or title if unnumbered) of the item required. Use a separate line for each item.

Column c - Enter the unit of issue on blank forms only, such as "CS", "PD50", "ST4", "BK", etc.

Column d - Enter quantity previously requisitioned but not yet received. This will indicate that amount in Column e represents an additional requirement.

Column e - Enter quantity required for maintenance of authorized stock level, consideration being given to projected increases or decreases which might be necessary.

- c. SOURCE OF SUPPLY ACTION - ITEM 11 -

Line Items:

- (1) Column f - Items partially or completely shipped will be indicated by a check mark in this column. If

partial shipment is made, actual quantity shipped will be indicated column i, "Other Action".

- (2) Column g - Items partially or completely unavailable which are established as dues-out will be indicated by a check mark in this column. Such items will not be rerequisitioned because the source of supply will automatically furnish these items when stock is available. Such items may be rerequisitioned if additional quantities are required. In such case, quantities previously requisitioned which source of supply has established on dues-out will be entered in Item 9, Column d, "Due In" and additional quantity desired will be entered in Column e, "Required".

- (3) Column h - Items extracted to other sources of supply will be indicated by a check mark in this column. The name of the agency to which the extract was forwarded, if other than a US Army AG publications center, will be indicated in Column i.

- (4) Column i - Item cancelled will be indicated in this column, using the symbols below:

JQR - Justify quantity requested. Item not authorized your activity, quantity appears excessive, or limited stocks require careful screening of requests.

CI - Item cannot be identified. Furnish copy of item or refer to directive governing its use.

OBS - Item has been declared obsolete, rescinded, superseded or suspended. (Further clarification will be shown under Column i, "Other Action".)

UR - Item under revision - no stocks available. Initial distribution will be made.

NYP - Item is new - not yet published. Initial distribution will be made.

ID - Initial distribution has been made, is being made or will be made in near future. (ID dates will be shown in Column i, "Other Action".)

NS - Item not stocked and source of supply not known. If known, source of supply will be shown in Column i, "Other Action".

WNR - Supply of item is exhausted and item will not be reprinted.

FMO - Contact local forms management officer on forms designated with an "R" after the form number. These forms are authorized for local reproduction